

# Secretary of State Department of Archives and History 330 Capitol Avenue, S.E. Atlanta, Georgia 30334 www.sos.state.ga.us/archives

Cathy Cox SECRETARY OF STATE

Records Retention Schedule Approval Page

David W. Carmicheal

DIRECTOR (404) 656-2358 INFORMATION (404) 656-2393 FAX (404) 657-8427 dcarmicheal@sos.state.ga.us

Schedule Number: 1977-0448-04 Effective Date: September 24, 2001

Record Series Title: Governor's Honors Program Selection Process Files

Retention Requirement: Temporary Record. Destroy upon completion of Summer

Program.

The above retention period is consistent with the requirement of the Georgia Records Act (O.C.G.A. §50-18-90 et seq).

Recommende	ed by: McCruw Jay Cr Andrew S. Taylor, Assistant DirectoNfbr Records Management	9-24-/ Date
The SRC app series.	proves this recommended retention period for the named	d records
Signed:	David W. Carmicheal , Secretary of State Designee	Date

#### Taylor, Andy

From: jsearle@doe.k12.ga.us

Sent: Monday, August 20, 2001 4:48 PM

To: astaylor@sos.state.ga.us

Subject: Governors' Honors Program Selection Process Files (77-448-A)

#### Dear Mr. Taylor:

At this time, I am requesting that the procedure for archiving the Governor's Honors Program (GHP) Selection Process Files (Application Number 77-448-A) be terminated, for the following reasons:

- (1) GHP is a six-week, summer residential program. The files we are archiving are selection process files. Following the conclusion of the program, the files no longer serve a purpose. The program is over. Thus, it is no longer deemed necessary that we retain the selection process files.
- (2) Retaining these files in the Department of Education for one year before sending them to archives, requires that we reserve a storage space of considerable size. Space is at a premium.

Our preference is that we destroy these files upon completion of the summer program annually.

Please contact me if you have questions or concerns.

I appreciate your consideration of this request; and, I look forward to hearing from you.

Joe Searle, Director

Governor's Honors Program,

1770 Twin Towers East

Atlanta, Georgia 30334-5049

(404) 657-0183

(404) 657-7096 fax



#### APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334 Attention: Scheduling Section. 870121-01 FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Department of Education Application Date **Application Number** Division of Curriculum Services Governor's Honors Program Application Number Date Received **Date Completed** 1954 Twin Towers East JAN 2 1 1987 FEB 4 1987 Atlanta, GA. 30334 2. Person to Contact **Working Title** Telephone Number 656-5812 Lonnie Love Administrator 3. Action Requested a. 

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. 🕅 Amend Application No. 77-448-A Check One: 🖄 Change; 🗆 Supercede; 🗆 Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest to Date Governor's Honors Program Selection Process Files What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Governor's Honors Program Unit provides a flexible education program to meet the needs of many of Georgia's gifted and talented students through a summer program total learning experience on one or more of our college campuses. The program is designed to provide gifted tenth and eleventh grade students enrolled in Georgia's public and private secondary schools challenging and enriching educational opportunities not usually available in their regular school experience. The program is designed to assist students in recognizing their potential and empower them as life-long independent learners. COPY This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Receiving and reviewing nominations and compiling nominee, finalist, alternate and rejection lists for Governor's Honors Program. STUDENT FILES - Nomination Forms, letters to Finalists and Alternates, Student Withdrawal Letters, Parent/Student Consent Forms and Interviewer Score Sheets and related correspondence. 2. LOCATOR CARDS - an indexing system for locating individual student files. located within a School System File by Subject Area. File Arrangement: 1. STUDENT FILES - arranged chronologically by \*school year, thereunder alphabetically by school system, thereunder alphabetically by SUBJECT AREA, thereunder alphabetically by student name. File is arranged: 2. LOCATOR CARDS - chronologically by \*school year, thereunder alphabetically by student name.

How often are records referred to which are: 8. Monthly Reference Rate One to six months old \_\_\_\_2\_ \_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_\_\_\_? 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

YES	0	10. Questionnaire	(Place c. X	" in the proper co	lumn)		1
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χ		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. PL 93-380					
	X	c. Is this a vital red				<u> </u>	
	Х	d. Does this series					
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!	b. Sta	tute of limitation		years.	e.	Administrative need	years.
1	c. Fed	ieral law		years.	f.	Federal retention instructions	years.
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	/			, , ,	s	tate Records Committee (Signature)	Date
		ndations in para- re approved.	State Aud	itor/Designee	In	7/50110	10-2-87
	(If disapproved, attach letter of explanation.)  Secretary of State/Designee  (Wave Williams)				1/29/87		
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### APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education	Application Number
	Division of Curriculum Development and	177-UUA-D
Application Number	Pupil Personnel Services	Date Received Date Completed
.,	Governor's Honors Program	SEP 2 5 1984   NOV 0 1 1984
	<u> 1954 Twin Towers East, Arlanta,Ga.30334</u>	<u> </u>
2. Person to Contact	Working Title	Telephone Number
Lonnie Love	GHP Coordinator	656=5812
3. Action Requested	Nahadida magaid will accetion to a comment	
	Schedule; record will continue to accumulate.	
· ·	comulation; no further accumulation anticipated.	lo: 🗆 Veid
c. X Amend Application I  4. Dates of Series	No. <u>77-448</u> Check One: ☐ Change; ☐ Superced  5. Records Series Title (followed by title used in office; if dial)	
4. Dates of Series Earliest Latest		.ru.unty
	Nomination	
1964   to date	Governor's Honors Program Files	which this page of color to pure 1. 15
6. Division and Office Function	What is the function of the Bivision and the Office in	which this record series is created?
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7. Record Series Description	This file contains the following documents (include form nu	ımbers and titles, if any):
-	Attach samples of the file.	
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File is arranged:		
8. Monthly Reference Rate	How often are records referred to which are:	
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twenty-five months and olde	er?	
9. Annual Rate of Accumulation	on of Records	1
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)
AR-50-71; Rev. 76	(Over)	

YES NO	10. Questionnaire	(Place an "X" in the proper co	lumn)	, ,		
х	a. Is this the office	ial copy of the series?	·	,		
x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.					
x	c. Is this a vital red	cord?				
х		have historical or long term resea				
N/A		o documents in the file make it r cheduled separately?	necessary to keep the entire file for a long period, could	these 7		
х	f. Is the informati	on contained in this series ever p	ublished? If yes, attach copy.			
x	g. Is the informati		nalyzed and/or recorded in a summarized report?			
х	h. Is there a duplic If yes, where?	cation of this series in your office	e, or in another office or agency?			
х	i. Is this series (or	a major portion of it) regularly r	microfilmed?			
x		series result in a computer print				
11. Reten	tion Requirements	The following require	es the series to be kept:			
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· ·	itute of limitation	years.	e. Administrative need 3	years.		
c. Fed	deral law	years.	f. Federal retention instructions	years.		
Attacl	h copy or excert of la	ws or regulations. Explain admin	nistrative need.			
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12. Appro	oved Disposition Instru		ends that the file series be cut off at the end of each:  Fiscal Year;  Other	then,		
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Agency He	ead/Designee (Signat	ure) Date	Records Management Officer (Signature)	Date		
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graph 12 a	ndations in para- re approved.	State Auditor/Designee	nonthy	1d 15/84		
(If disapproof	roved, attach letter ntion.)	Secretary of State/Designee	Edward Weldon	10/11/84		
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## APPLICATION FOR RECORDS RETENTION SCHEDULE

4374-21

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE				
pplication Date	Department of Education	Application Number				
Nov. 16, 1977	Div. of Curriculum Development and	Pupi 1 7-448				
pplication Number	Personnel Services	Date Received Date Completed				
12	Governor's Honors Program	NOV 17 1977   NOV 29 1977				
. Person to Contact	Atlanta, Ga. 30334  Working Title	Telephone Number				
Margaret O. Bynur		656- 2414				
<u> </u>	. Committee	~~~ &TLT				
Action Requested	Schedule; record will continue to accumulate.					
	cumulation; no further accumulation anticipated.					
c. Amend Application I		Supercede: 🗆 Void				
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. Division and Office Function						
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The Governor's Hono	rs Program Unit Provides a flexible e	ducation program to meet the				
needs of many of Ge	orgia's gifted and talentd students the	hrough a summer program total				
learning experience	om one or more of our college campus	es.				
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7. Record Series Description	This file contains the following documents (include	form numbers and titles, if any):				
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	r the Governor's Honors Program.					
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Included are: Nomination forms, public relations forms, alternate forms, reject forms,						
withdrawal forms and related correspondence.						
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File is arranged: Chrono 1	ogically by year; thereunder alphabeti	cally by student.				
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8. Monthly Reference Rate	How often are records referred to which are:	_				
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twenty-five months and older 0 ?						
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Letter-size drawers3_	; Legal-size drawers; Shelves	; Other (specify)				
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YES	NO	10. Questionnaire	(Place an "X	" in the proper co	lumn)		
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х		b. Does the series		ential information	requiring security handling?	If yes, cite law or reg	ulation.
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	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?						ould these
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			/	1	State Records Comm	nittee <i>(Eignature)</i>	Date
		dations in para- e approved.	State Audi	tor/Designee	James 2	und .	11-28-77
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